

DD/A Registry
85-4100

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Information Service
1205 Ames

EXTENSION

NO.

OIS 85-579

DATE

27 November 1985

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

EO/DDA

2 DEC 1985

[Signature]

2.

3.

ADDA

2 DEC 1985

[Signature]

4.

5.

DDA

FYI

2 DEC 1985

[Signature]

6.

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DDA Reg (file)

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One of our initiatives in FY 85 was to start surveys of information handling and records management practices in Agency components.

Attached is our most recent, OLL. This is a first-class product and we're proud of what our staff is doing in this area.

A team is now in O/C, our biggest survey ever.

Attachment:
As Stated

70-4

FORM
1-79

610

USE PREVIOUS
EDITIONS

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85-4100

OIS*672*85
27 November 1985

MEMORANDUM FOR: Director of Legislative Liaison

FROM:
Agency Records Management Officer
Office of Information Services

SUBJECT: Survey of Office of Legislative Liaison
Information Management Program

1. Attached for your consideration is a draft report covering our recent survey of information handling and records management practices in the Office of Legislative Liaison (OLL). The survey was conducted by members of the Information Resources Management Division, which is responsible for directing the Office of Information Services' systematic survey program. Its purpose was to determine whether OLL's information management program is effective and complies with appropriate federal regulations.

2. In conducting the survey, we analyzed the methods, procedures, and practices employed by OLL in creating, transmitting, maintaining, using, and effecting the disposition of its records. We concentrated on areas of office operation that offered the greatest potential for saving time, money, and other valuable resources. We sought especially to recommend methods for improving and simplifying existing paperwork procedures by eliminating duplication and unnecessary work.

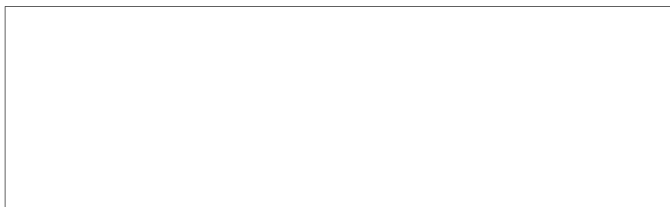
3. As the draft report indicates, we found potential for improving OLL's information management program. While many program objectives are being met, further effort is needed in some major areas such as files management and records disposition. To achieve significant improvement in these areas, we have recommended the Records Management Officer (RMO) be relieved of the responsibility as Chief of Registry. This would enable the RMO to work toward designing a new consolidated file system, coordinate on proposed computer systems, and take a more active role in monitoring OLL records practices, reducing records holdings, and developing a vital records schedule.

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4. The survey report includes several other recommendations to simplify or improve existing information handling and records management practices. After you have had a chance to review this draft, we would like to meet with you and receive your views prior to putting the report in final form. Please contact to arrange this meeting.

Attachment
As stated



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